

IMPORT BUYER - LAKER DIVISION (Camdenton, MO)

POSITION PURPOSE:

Source and purchase import products for the company. Negotiate all pricing and programs and be the main contact for import vendors.

ESSENTIAL DUTIES:

- Evaluate orders for vendors.
- Supports needs of both Laker and Eagle Claw Divisions.
- Negotiate prices and terms with vendors to best meet the company's needs.
- Sources new and existing products.
- Expedites deliveries of previously ordered materials.
- Communicates the status of orders as needed.
- Maintains detailed departmental records on all projects, vendors, and open issues.
- Negotiates the return of rejected or unwanted parts to vendors.
- Consistently seeks out new vendors to improve quality and price.
- Monitors and evaluates vendors performance to improve service.
- Routinely works with vendors on product updates and new product categories.
- Must be deadline oriented and work well in a team environment.
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OTHER DUTIES:

- Historical purchasing analysis and other reporting duties.
- Performs other duties as assigned by supervisor.
- Submit ideas for new items to Product Manager or supervisor.
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DECISION MAKING:

Makes commitments on behalf of the company to pay fairly negotiated prices for goods and services. Pricing which differs significantly from that previously paid must be approved prior to a commitment being made.

FINANCIAL AUTHORITY:

Must select vendors based on detailed financial cost analysis. Responsible for cost effective purchasing of any or all goods and services of Wright & McGill Co.

COMMUNICATION:

- Interacts with all company personnel, outside vendors and suppliers.
- Daily communication with Eagle Claw Product Manager on product issues, status and orders.
- Daily communication with vendors on open issues.
- Daily communication with Purchasing Assistant and Forecast analyst.
- Must be able to communicate in detail via phone, fax and email. Limited face-to-face contact with vendors.
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RESULTS OF ACTIONS:

Errors in this position could cause delays in production or increased product cost.

SUPERVISORY RESPONSIBILITY: None

KNOWLEDGE/SKILLS AND EXPERIENCE:

- Four year degree in business or a related topic, or equivalent work experience.
- Five years of experience in purchasing in a manufacturing environment.
- Advanced communication and negotiating skills.
- Advanced Excel and Microsoft Word skills.
- Experience with reorder and forecasting systems preferred.
- Ability to work in a high paced, sometimes stressful, environment.

WORKING CONDITIONS:

Work is performed in an office environment, requiring the ability to sit for long periods of time. Must be able to perform with a high level of accuracy and speed. Must be able to be on telephone for long periods of time.

Travel – up to 16 weeks per year with much of travel overseas. Long hours based on travel and factory visits.